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**TITLE 9  
ADMINISTRATION**

**RULE 9.0050**

**TRANSFER OF POWERS, DUTIES, AND RESPONSIBILITIES FROM THE COUNTY CLERK TO THE EXECUTIVE OFFICER**

- A. Pursuant to Government Code Section 69898, subdivision 8 and (d), the court hereby transfers from the County Clerk to the Superior Court Executive Officer all of the powers, duties and responsibilities of the County Clerk which relate to, serve or impact the functions of this court. The powers, duties and responsibilities transferred pursuant to this rule shall include all of those performed by the County Clerk with respect to superior court actions, proceedings and records, including but not limited to:
1. The acceptance, processing and filing of papers in connection with any action or proceeding before the court, including but not limited to those relating to the court's original jurisdiction, appellate jurisdiction and appeals from the court; the maintenance and management of court records; the micro-filming of court records and the keeping and disposition of papers, documents, files and exhibits in accordance with law.
  2. The maintenance of indexes of all court files; the keeping of a register of actions or its alternate.
  3. The issuance of process and notice including without limitation, summons, writs of execution, and other writs; subpoenas to witnesses; probate notices; citations in probate, guardianship and other matters; the acceptance of service on parties, the entry of defaults; the transmission of transcripts on change of venue.
  4. The attendance at each session of court and upon the judge in chambers when required; the administration of oaths; the keeping of minutes and other records of the court.
  5. The entry of orders, findings, judgments and decrees; the acceptance for filing of confessions of judgment; the authentication of records; certification of abstracts of judgment, the keeping of a judgment book or its equivalent.

6. The collection, receipt, deposit, and accounting of fees for filings, for preparing or certifying copies and for other fees; the receipt of jury fees, bonds, undertakings, fines, forfeitures and revenues; the keeping of money deposited in court including but not limited to, funds received in connection with minor's compromise; the recovery of county costs in judicial commitment proceedings.
  7. The maintenance of statistical and financial records and the preparation of reports to the Judicial Council and other state and county offices as required by law or policy.
  8. The keeping of naturalization records.
  9. The preparation of the clerk's transcript on appeal and the transmission of the record and exhibits to the reviewing court.
  10. The receipt of wills of decedents.
  11. The taking of bail and related matters as provided in the Penal Code.
  12. The provision of calendar management, including the calendaring of cases and hearings and the maintenance of court calendars and schedules.
  13. The printing and sale of court forms and rules of court; the procurement of supplies.
  14. The keeping and affixing of the seal of the court to appropriate instruments.
  15. Administrative functions related to the above, including hiring, training and supervision of personnel; accounting functions; mailing activities; and ordering and storing equipment and supplies.
- B. The County Clerk is hereby relieved of any obligation imposed on him by law with respect to the above powers, duties and responsibilities. This rule does not transfer from said County Clerk to the Executive Officer those powers, duties, and responsibilities of the County Clerk which are performed by County Clerk in such capacity such as the issuance of marriage licenses, the filing of fictitious business name statements, and the keeping of naturalization records.
- C. If any part of this rule is held to be unconstitutional or invalid, the remaining parts shall not be affected thereby.

(Added 11-22-89, effective 1-1-90)

**RULE 9.0500  
COURT POLICIES**

Deleted 7-1-02 (superseded by Rule 9.4000 effective 1-1-99)

**RULE 9.2000  
PRESIDING JUDGE & ASSISTANT PRESIDING JUDGE**

- A. Pursuant to Government Code section 69508 and Rule 10.602 of the California Rules of Court, on the last Monday in June, hereafter called election date, every other year, by a majority vote in a secret ballot, the sitting judges shall elect a Presiding Judge, who will serve one two-year term beginning on January 1 following the election. The Presiding Judge shall not serve a second consecutive two-year term. A sitting judge having served one two-year term may serve additional two-year terms, but not consecutively.
- B. Nomination forms will be distributed to all sitting judges six weeks before the election date. Completed nomination forms containing the signatures of at least five sitting judges shall be filed with the Executive Officer of the Superior Court no later than 10 court days after the forms are distributed. Each judge nominating a candidate need not sign the same nomination form, so long as at least five sitting judges sign nomination papers for a single candidate. No judge may nominate more than one individual.
- C. Three weeks before the election date, the Executive Officer shall distribute ballots to all sitting judges containing the names of all individuals who received the minimum number of nominations required and who have agreed to serve as Presiding Judge, if elected. Completed ballots must be returned to the Executive Officer no later than 4:00 p.m. on the election date. Voting cannot be by proxy.
- D. If there are less than three candidates on the ballot and no candidate receives a majority vote of the sitting judges, the nomination process will be re-opened for a period of 5 court days following the election date. If there are three or more candidates on the ballot and no candidate receives a majority vote of the sitting judges, the two who receive the largest number of votes will be the candidates and there will not be a second nomination process. Within one week after the close of the second nomination period, the Executive Officer shall distribute ballots to all sitting judges containing the names of all the individuals who received the minimum number of nominations required and who have agreed to serve as Presiding Judge, if elected. Completed ballots must be returned to the Executive Officer no later than 4:00 p.m. 10 court days thereafter.
- E. Upon being elected Presiding Judge, the successful candidate (herein, "Presiding Judge Elect"), shall forthwith meet and confer with each of the sitting judges for the purpose of selecting an Assistant Presiding Judge. Upon completion of said meet and confer process, the Presiding Judge Elect shall nominate his or her designee for the position of

Assistant Presiding Judge and shall notify in writing all judges of such nomination. The name of the designee shall thereafter be placed before the sitting judges in a confirmation election. If a designee fails to receive confirmation by majority vote, the Presiding Judge Elect shall recommence the process (meet and confer; nomination; and confirmation election) until a designee is confirmed by majority vote. The Assistant Presiding Judge shall serve for a term of two (2) years, concurrent with that of the Presiding Judge. A designee who failed to receive confirmation by majority vote shall not be eligible for the position of Assistant Presiding Judge for a period of one year.

- F. The Assistant Presiding Judge shall have responsibility for such duties as are delegated to him/her by the Presiding Judge. If for any cause the Presiding Judge is unable to fulfill the duties of the office or to complete the term of office, the Assistant Presiding Judge shall assume all the duties and responsibilities of the Presiding Judge during the remainder of his/her term of office.

(Added 10-17-98, effective 1-1-99; amended 9-29-01, effective 1-1-02; amended 10-22-04, effective 1-1-05; amended 10-28-06; effective 1-1-07.)

**RULE 9.2500**  
**EXECUTIVE COMMITTEE**

- A. There shall be an Executive Committee to advise the Presiding Judge in the exercise of his/her duties pursuant to California Rule of Court 6.603.
- B. The voting members of the Executive Committee shall consist of: the Presiding Judge, the Assistant Presiding Judge, the immediate past Presiding Judge, the Presiding Juvenile Court Judge, the Family Law Supervising Judge, the Facility Supervising Judge for the Hall of Justice (Western Region Criminal Court Facility), the Facility Supervising Judge for the Historic Courthouse (Western Region Civil Court Facility), the Facility Supervising and Facility Assistant Supervising Judges for the Larson Justice Center, and the Facility Supervising and Facility Assistant Supervising Judges for the Southwest Justice Center.
- C. The chairperson of the Criminal Law Advisory Committee, the Civil Law Advisory Committee, the Probate Law Advisory Committee, and the Commissioner Advisory Committee shall be non-voting members of the Executive Committee.
1. Other advisory committees will be established by the Presiding Judge as deemed necessary.
- D. Executive Committee members shall be appointed by the Presiding Judge.
- E. The following rules shall apply:

1. The Executive Committee shall meet at least monthly, unless for good cause canceled. Such meetings shall be open to all sitting judges.
2. The Presiding Judge shall serve as the Chairperson of the Executive Committee. In the absence of the Presiding Judge, the Assistant Presiding Judge shall serve as Chairperson.
3. Within five (5) court days after each meeting of the Executive Committee, the Chairperson shall cause the minutes of the meeting to be published to all judges and commissioners.
4. A quorum of the Executive Committee shall be a majority of its voting members, including the Presiding Judge who may vote in all cases.
5. There shall be no absentee or proxy voting at Executive Committee meetings.

(Added 10-17-98, effective 1-1-99; amended 9-29-01, effective 1-1-02; amended 4-30-04, effective 7-1-04)

**RULE 9.2600**

**DELEGATION OF JUDICIAL ADMINISTRATIVE RESPONSIBILITIES**

- A. Pursuant to California Rule of Court 6.603, the Presiding Judge has the authority to delegate judicial administrative responsibilities.
- B. The areas in which the judges as a whole retain authority and responsibility for court governance include:
  1. Election of the Presiding Judge;
  2. Selection/removal of the Court Executive Officer (CEO);
  3. Selection of Subordinate Judicial Officers (SJO's);
  4. Items referred by the Presiding Judge to the judges as a whole for action or advice;
  5. Establishment of the long-range vision for the future of the Court by adoption of the Court's Strategic Plan; and
  6. Matters for which the judges as a whole wish to reconsider action taken by the Executive Committee based on the processes described in Local Rule 9.3000(B).

- C. The Presiding Judge shall appoint a supervising judge for Family Law and Probate and a Presiding Judge for Juvenile Court.
- D. The Presiding Judge shall appoint a Facility Supervising Judge for the Hall of Justice (Western Region Criminal Court Facility), the Historic Courthouse (Western Region Civil Court Facility), the Larson Justice Center, and the Southwest Justice Center. The Facility Supervising Judges for the Larson Justice Center and the Southwest Justice Center shall be deemed Supervising Judges of the Desert and Mid County Regions, respectively. The Presiding Judge shall also appoint an Assistant Facility Supervising Judge for the Larson Justice Center and Southwest Justice Center. The Assistant Facility Supervising Judges for the Larson Justice Center and Southwest Justice Center shall be deemed Assistant Supervising Judges of the Desert and Mid County Regions, respectively.
- E. The Facility Supervising Judge shall refer issues to the Presiding Judge or appropriate advisory committee when there is a need for a consistent countywide solution or policy. The Facility Supervising Judges shall be responsible only for issues within their respective facility and/or region, including but not limited to the following:
  - 1. Approving vacation and leave time requests for all judicial officers in the facility and/or region except those assigned to family law, juvenile or probate in which case the request for vacation or leave time shall be coordinated with the Supervising Family Law, Supervising Probate, or Juvenile Presiding Judge for approval;
  - 2. Addressing complaints about subordinate judicial officers and pro tems as directed by the Presiding Judge;
  - 3. Conferring with Riverside County Sheriff on local facility and/or regional security matters and referring to Executive and/or Security Committee when issue has countywide or budgetary impacts; and
  - 4. Scheduling judicial assignments within the facility and/or region in consultation with the Presiding Judge (including coverage needs). When a judicial officer or pro tem's duties include family law, juvenile or probate assignments, the Facility Supervising Judge shall consult the Supervising Family Law, Supervising Probate, or Presiding Juvenile Court Judge before making any changes affecting the judicial officer's assignments. If agreement cannot be reached, the Facility Supervising Judge shall refer the matter to the Presiding Judge.
- F. There shall be advisory committees for Civil, Criminal, and Probate. All judicial officers shall be members of the advisory committee in their area of assignment.

The advisory committees shall meet as needed but at a minimum on a quarterly basis to consider and make recommendations to the Executive Committee regarding countywide policies and procedures. The chair of each advisory committee will be appointed by the Presiding Judge and shall serve on the Executive Committee as a non-voting member.

- G. The Presiding Judge may establish other advisory committees as needed.

(Adopted 4-30-04, effective 7-1-04)

**RULE 9.3000**

**COUNTYWIDE AND SPECIAL JUDGES MEETINGS**

- A. Meetings of all the judges shall be held twice each year, which shall be designated as the “spring and autumn Countywide meetings”.
- B. Special meetings of the entire court may be called on notice by the Presiding Judge or on written request of 25 percent of all sitting judges and served on the Executive Officer and all judges at least ten calendar days before the proposed meeting date.
- C. A quorum shall consist of a majority of the sitting judges.
- D. There shall be no proxy or absentee voting on questions before the Court. A majority vote of all judges in attendance shall be necessary to decide any questions before the court.
- E. Within five (5) working days after each meeting, the Presiding Judge shall cause the Minutes to be published to all judges.

(Added 10-17-98, effective 1-1-99; amended 4-30-04, effective 7-1-04)

**RULE 9.4000**

**COURT POLICIES & PROCEDURES**

(Added 10-17-98, effective 1-1-99 supersedes Rule 9.0500; Deleted 1-1-06)

**RULE 9.5000**

**MEDIA INQUIRIES**

All press inquiries directed to staff as to general information, policies or other matters shall be referred to the Presiding Judge. If an inquiry is related to a case, the Presiding Judge will refer the inquiry to the assigned judge unless the judge has requested that the Executive Office speak to the media. The Presiding Judge shall respond to such inquiries directly or by delegation.



(Adopted 10-21-05, effective 1-1-06)